
**PPLC Board of Directors
Official Minutes
Board Meeting
Wednesday, September 23, 2020
3:30 pm. @ PPLC**

Karen Roth, Chairman
 Doug Lewis, Vice Chairman
 Henry Schubert, Secretary & Treasurer
 Bill Berger
 Lynne Faimalie
 Jeffrey P. Gellermann

William B. Horne II
 Michael Jefferis
 Brian Lowack
 LDAC Representative, Susan Hurley
 Cheryl Morales, Executive Director

- I. Call to Order:
Karen Roth Chairman called the Board Meeting to order at 3:28 pm.
- II. Roll Call:
Martha Frenchek conducted the Roll Call.
- Present: Karen Roth, Doug Lewis, Henry Schubert, Lynn Faimalie, Jeffrey Gellermann, William Horne, Brian Lowack, Susan Hurley, and Cheryl Morales. A quorum was represented.
- Absent: Bill Berger, Michael Jefferis.
- Public Attendees: There were none.
- III. Minutes from August 26, 2020 Board Meeting were accepted as presented **(Faimalie/Schubert)**.
- IV. Monthly Financial Committee Report:
1. Charles Schwab Greystoke Consulting Report: August 2020
 2. PDR Accountants Compilation Report: August 2020
- Schubert commented all reports are in order. PPLC received 2 proposals for Investment Advisor. Both will be interviewed the week of Oct. 12th. Board directed to send questions via email to Cheryl.

V. Correspondence:
Board email address received 2 emails about fine free libraries.

VI. Executive Director's Report – Cheryl Morales

Building / Admin.

- Parking lot re-surfacing project began this week
- Roof Leak – old flat roof sections need repairs. Advanced Roofing contracted.
- Hot water heater pipe burst – restoration completed on 9.22.20
- Water Main break repaired on 9.16.20
- Working with Brian resolving IG audit findings
- Preparing for year-end activities (financial/administrative/data management)
- Examining options for data verification as it applies to the funding formula and IG audit

Countywide Services / Member Libraries

- The LEX partnership project is complete on the PPLC side. The LEX computer lab is currently closed due to Covid. CareerSource will administer the lab when it opens
- Museum pass program status remains suspended
- PPLC staff are working with member libraries to prepare for closure and locker installation

Executive Director Activities

- Website editing/enhancements
- Parking lot re-surfacing, roof repairs, water main event
- Webinars and virtual meetings TBLC Board, LDAC, the LEX, BCC Audit
- Strategic Plan Survey still in development

VII. Old Business:

1. Audit Action Items

Reviewed and discussed the Audit Action items in detail. Morales thanked Lowack for collaborating on this.

2. ED Evaluation

Board Members discussed Morales' annual evaluation in executive session.

VIII. New Business:

1. Articles of Incorporation

Reviewed draft changes to the Articles of Incorporation. Change to update the number of Board Members from 7 to 9. All in favor (**Lowack/Lewis**).

2. FY' 21 Board Meeting Schedule

All agreed to the Draft Board Meeting schedule for FY'21 (**Faimalie/Horne**).


3. FY' 21 Holiday Schedule

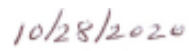
Morales presented the FY'21 Holiday Schedule to the Board.

- IX. LDAC Report – Susan Hurley, LDAC Liaison
LDAC minutes from August 10, 2020 were reviewed.
Other LDAC topics:
- New LDAC Liaison will be Vince Gadrix starting 10.1.20
 - LDAC will vote on implementing fine free status in November for 10.1.21 implementation
- X. Announcements/Miscellaneous:
None
- XI. Public Comments:
None
- XII. Adjournment:
Roth adjourned the meeting at 4:28 pm.

The next regular board meeting: October 28, at PPLC Headquarters @ 3:30 pm.

Submitted by Martha Frenchek, Office Assistant


Henry Schubert, Secretary


Date of Approval